



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2013 - JUNE 30, 2014
Deadline: July 12, 2014**

1. DEPARTMENT INFORMATION:

Department: Department of General Services
Division/Unit: Real Estate Services

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	2 Hours	1,080	X	\$22.55	=	\$24,354.00
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Types of work performed by GENERAL VOLUNTEERS in this category:

Assisiting various issues presented to the Real Estate Services (RES) Division: from updating property inventory sheets; to preparation of map documents and quality control; working on GIS related projects; obtaining approval from Resource Agencies for projects.

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.	Hours		X	\$22.14	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
No. of Vol. Total Hours 0 Total Value =					\$0.00

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>		<u>Hours</u>	<u>Dollar Benefit</u>
2a.	2	1,080	\$24,354.00
2b.			
2c.			
Total Vol.		2 Hours	1,080 Total Value =
			\$24,354.00

3. **DONATIONS TO VOLUNTEER PROGRAM:**

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____

TOTAL VALUE = \$0.00

4. **VOLUNTEER PROGRAM COSTS:**

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours X Rate = \$0.00

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours X Rate = \$0.00

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS = \$0.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$0.00
(add 4a, 4b, and 4c)

5. **NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$24,354.00</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$0.00</u>

TOTAL PROGRAM BENEFIT

\$24,354.00

6. **RECRUITING:**

Please describe your recruiting programs:

Recruitment for Volunteers is an expanding program within the Department of General Services (DGS). Our goal is to expand our volunteer program to include eight (8) co-op students from Palomar College who will work with our Fleet staff. The purpose of the program is for the County of San Diego DGS Fleet to build a relationship with the Diesel Technology Program at Palomar College. DGS will provide the students with hands-on work experience and skills that will serve them in both their future studies and desired careers in automotive and heavy-duty truck maintenance and repairs.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Assistance in property tracking bond refiancing projects; assisted in property tracking records for court transfers etc. Provide counseling assistance in critical projects within RES; develop statements of work for consultants and working closely with Purchasing and Contracting.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

We are looking to recruit interns studying automotive technology to work alongside our fleet staff. Our goal is to hire eight (8) co-op students who will pioneer the new Co-Op/Internship with Palomar College while working alongside DGS fleet team. Additionally, we will continue to have two RES Volunteers working on currently assigned projects and assign new projects as they develop.

9. **GENERAL INFORMATION:**

Name of person completing report:	<u>Jennifer Espinosa, DHRO</u>		
Phone: <u>858-694-2481</u>	Mail Stop: <u>O361</u>	E-Mail:	<u>jennifer.espinosa@sdcoi</u>
Volunteer Coordinator:	<u>Jennifer Espinosa, DHRO</u>		
Phone: _____	Mail Stop: _____	E-Mail:	_____

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

6/20/14
DATE